

Working with Your Wiki

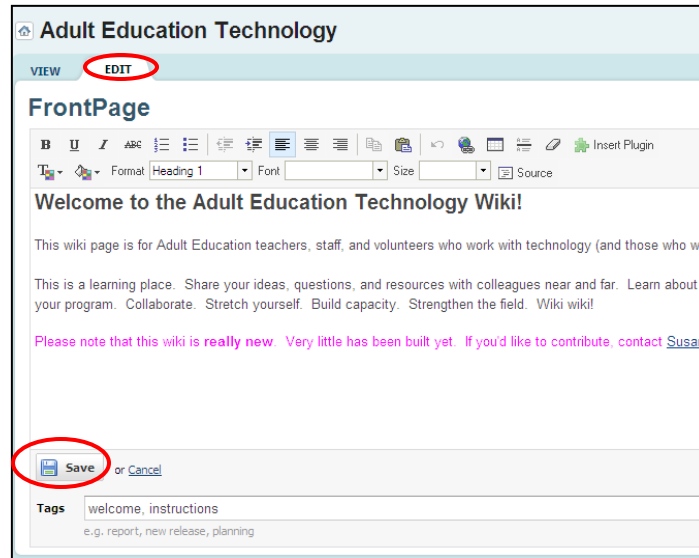
Alright, you've got your wiki. Now what?

1. [Edit your Front Page](#). Explain the purpose of your wiki, welcome new users, and give directions about what you want members of the wiki to do.
2. [Create pages and add new content](#). Right now your wiki has only one page (the Front Page). Even if each new page you create has only a few sentences, by creating pages you create the outline for your wiki. The new pages can be filled in later by you and the other users/authors you invite to your wiki.
3. [Tag your pages](#). Tags create a sort of index of your content. Tags help you find things in your wiki.
4. [Create folders and put your pages in them](#). Folders help you organize pages in your wiki (like file folders in your filing cabinet).
5. [Upload files and link to them in your pages](#). With a free wiki, you don't have a lot of storage space, but you do have some. You can upload PDF documents, MS Word documents, PowerPoint slideshows, pictures, videos, or whatever you want to share.
6. [Add new users](#)! Wikis are collaborative websites. A wiki just isn't a wiki if it doesn't include multiple authors.
7. [Watch your wiki grow](#). As the community of users/authors you have invited to your wiki dig in and start contributing, you will see the empty spaces in your pages fill in. The community will build the wiki under your guidance.

A note about tags and folders: Do you really need both? Yes! If your wiki were a book, the folders would be the Table of Contents. Each folder equates to a single chapter in the book. Each page is located in only one chapter (folder). Tags are different. Tags create an Index. Although located in only one folder, each page may include information about a variety of topics. Using the Index (tags) you can find every page where a particular topic is discussed.

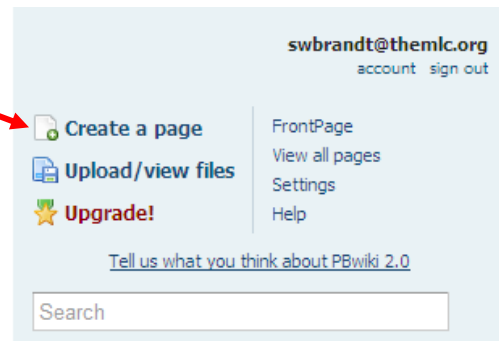
1. Edit your Front Page.

To edit a wiki page, click the **Edit tab**. The page converts to a document with an editing toolbar at the top. The toolbar has common word processing functions like **bold** and *italic*, font, text color and size, text alignment, etc. Create your text and format it the way you like. Then click **Save** at the bottom of the page.

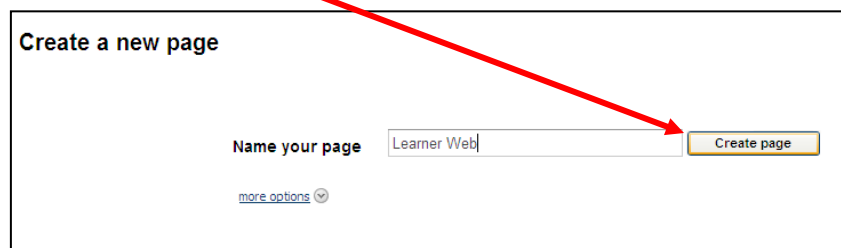


2. Create pages and add new content.

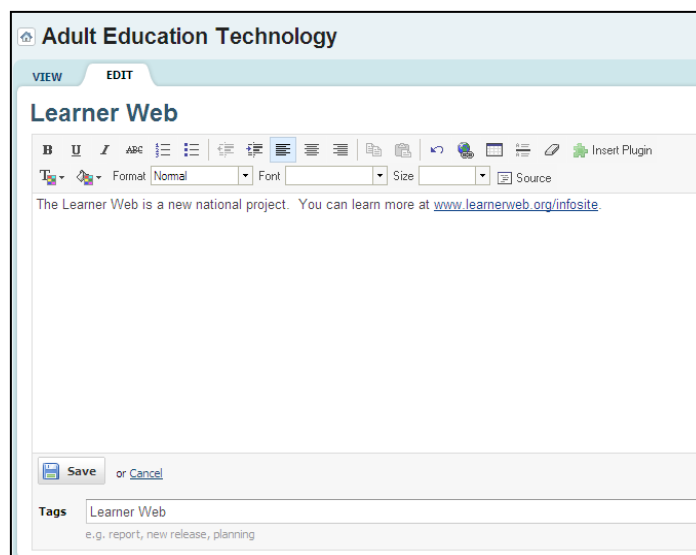
To create a new page in your wiki, click the **Create a page** link on the right side bar of the wiki.



Give your page a name.
Click **Create page**.



The new page will open in Edit mode so that you can begin writing the page contents.



3. Tag your pages.

As noted above, tags are used to index information on your wiki so you (and others) can easily find it later. While at first this may seem unnecessary because your site is small, if you begin tagging things now, you will see the benefits later. When the wiki has grown and it's more difficult to find things, tags will be your best friend.

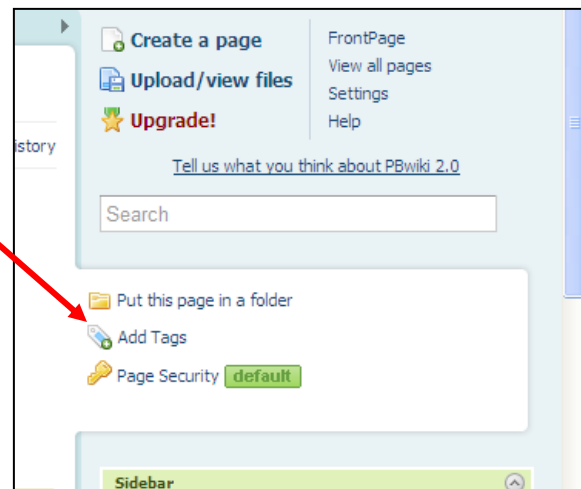
You can tag pages in one of two ways. First, you can enter tags while you are editing the page. Enter tags in the text box directly below the Save button.



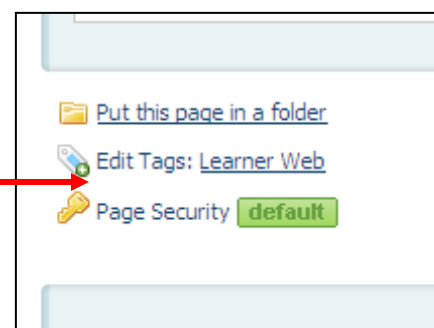
Save or Cancel

Tags: Learner Web
e.g. report, new release, planning

Secondly, you can add tags at any time to any page you are viewing. Just click the **Add Tags** tool (or **Edit Tags** for a page already tagged) on the right side bar of the wiki.

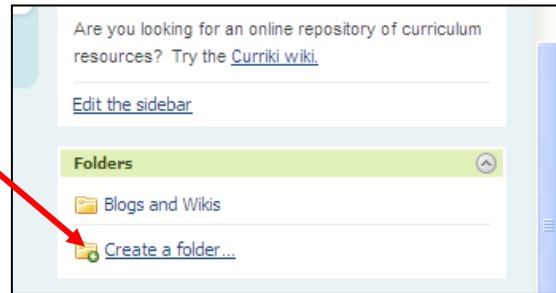


Here is an example the **Edit Tags** tool.

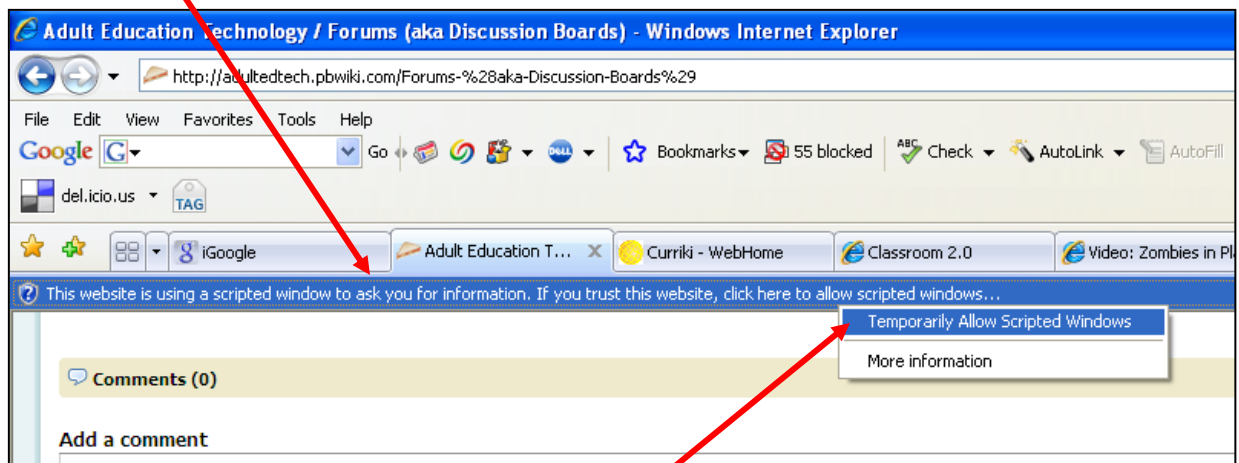


4. Create folders and put your pages in them.

On the right side bar of the wiki, under the heading **Folders**, you will find the **Create a folder** tool. (This is also where you can find any folders you have already created.)

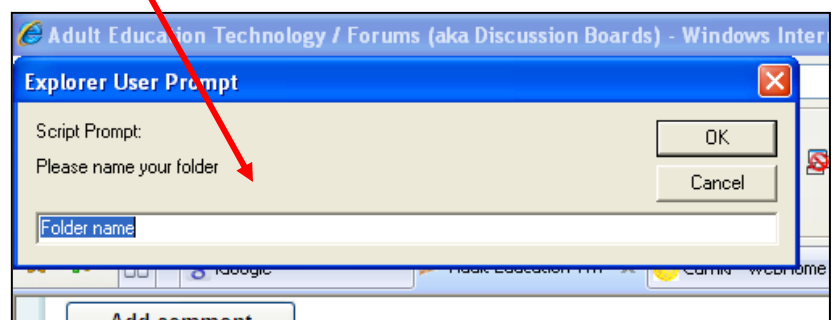


If you are using Internet Explorer on a Windows PC, you may see a message like this one:

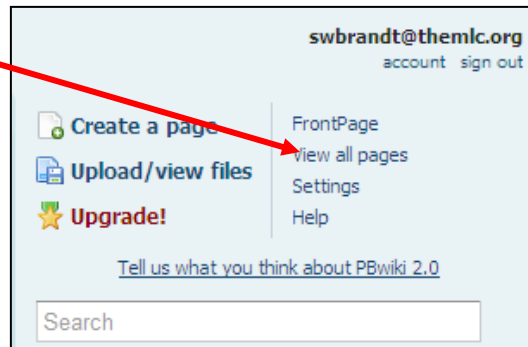


Click the message bar, then click **Temporarily Allow Scripted Windows**. This will allow the folder creation tool to operate. Click **Create a folder** again, and you should see this pop-up window:

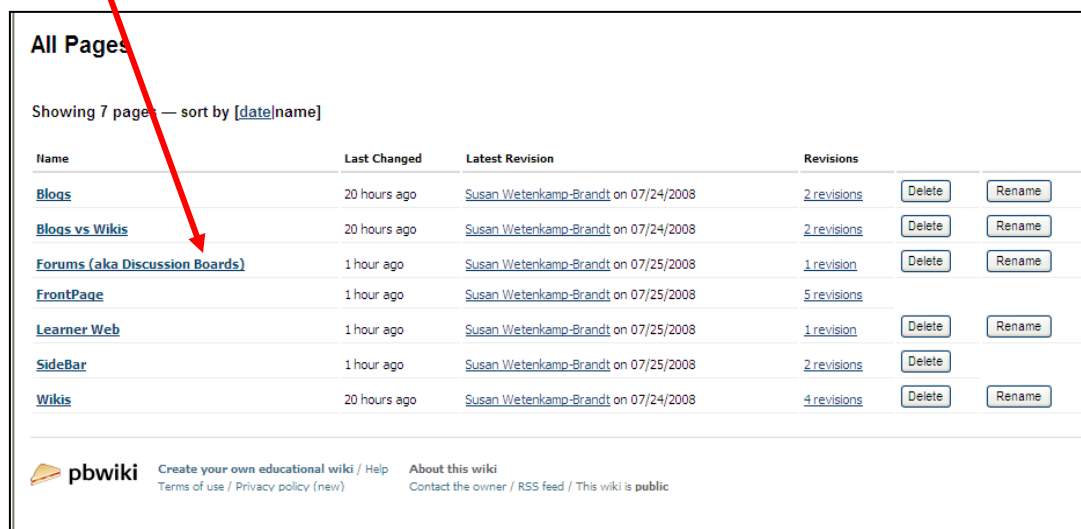
Give your folder a name.
Click **OK**.



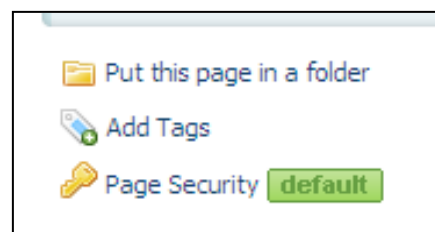
Once you have created some folders, you can put your pages in them. Click **View all pages** to see a list of the pages in your wiki.



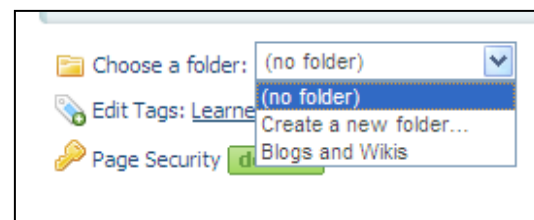
Click the **title** of one of your pages to view it.



Click **Put this page in a folder**.



Choose a folder from the pop-up menu.

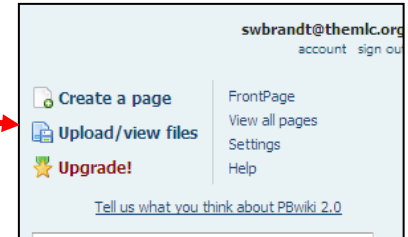


5. Upload files and link to them in your pages.

On the right side bar, click the **Upload/View files** tool.

You will see the screen shown below.

Click **Browse** to locate your file on your computer.



Then click **Upload**.

Your new file will display in the list of files.

Now, go to the page where you would like to put the document. (You can use folders or **View all pages** to find your page.)

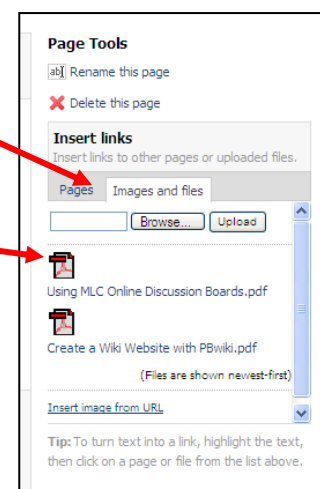
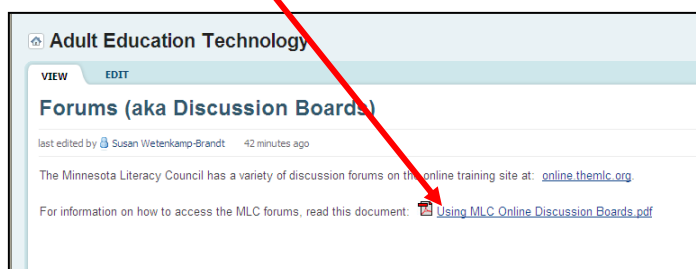
Click the **Edit** tab.

While you are editing the page, on the right side bar you will see **Page Tools**.

Under **Insert links** click **Images and files**.

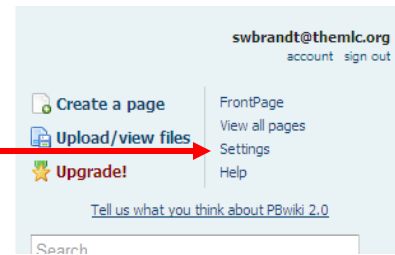
Click the document you want to add to the page.

The document is added to your page.

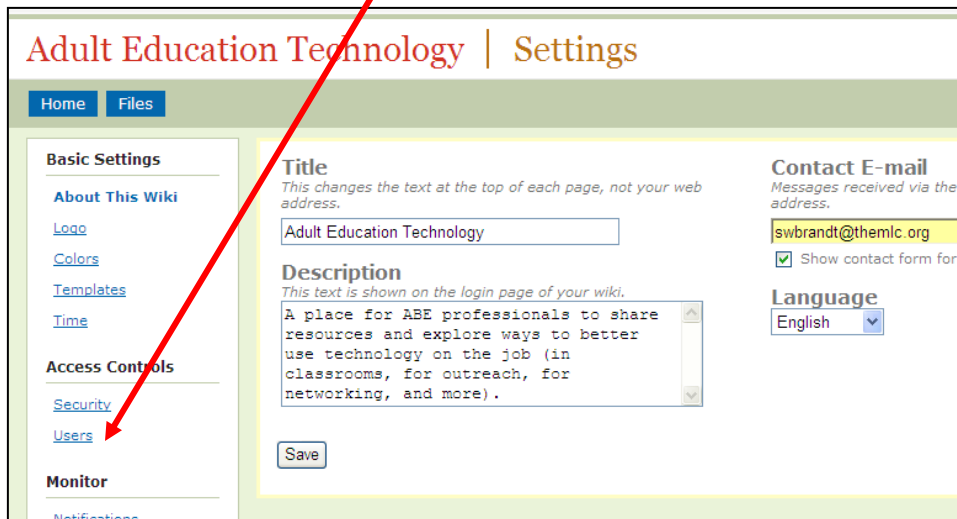


6. Add new users.

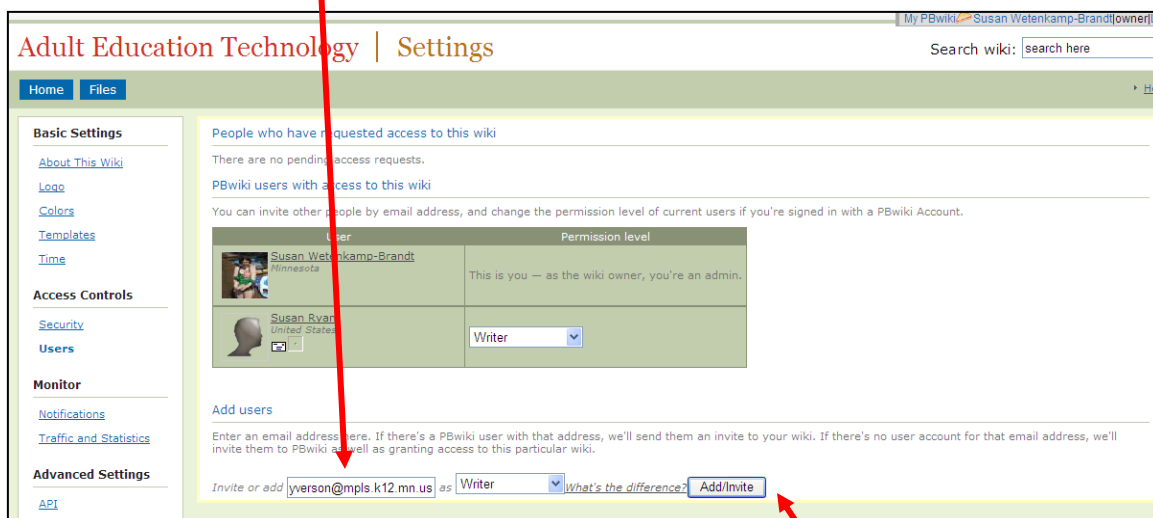
On the right side bar, click **Settings**.



On the left side bar of the Settings page, look for the heading **Access Controls**. Under that heading, click **Users**.



Type the email address of the person you want to invite to join your wiki.



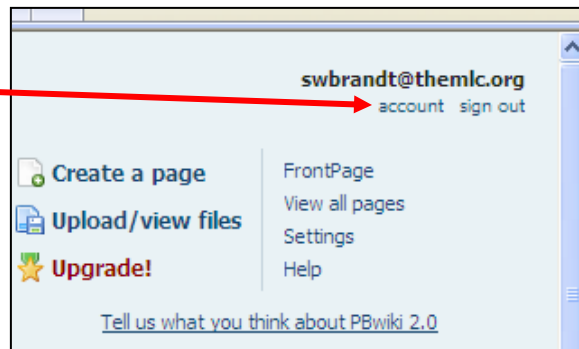
Users can have different levels of access to the wiki site. If you want users to be able to edit pages, make them **Writers**. Then click **Add/Invite**.

7. Watch your wiki grow.

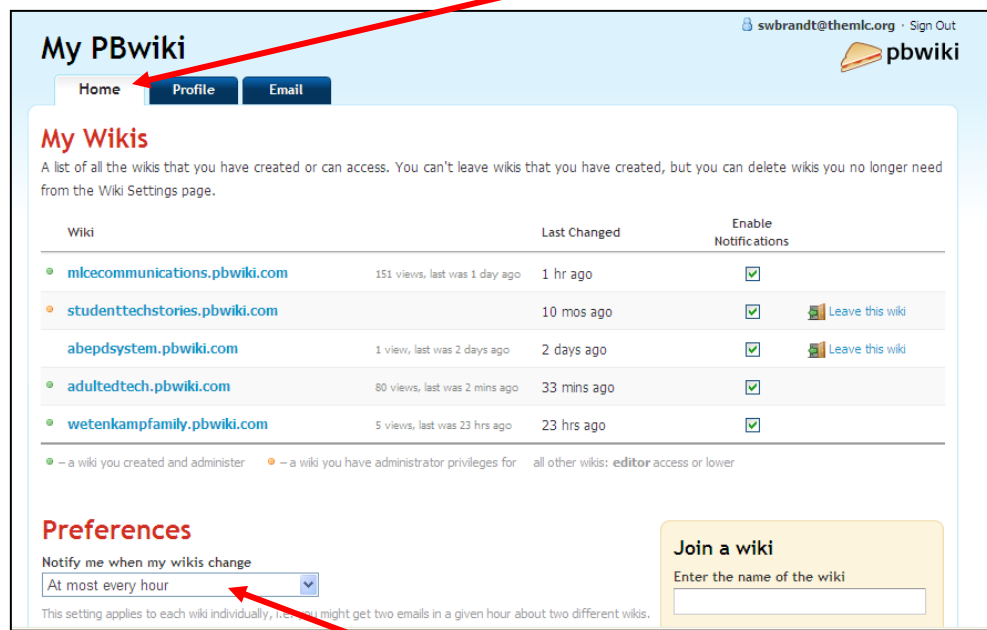
Once your wiki has a community of users editing pages, the wiki will come alive. This is great! There's only one drawback: as the owner of the wiki, you'll be notified by email every time someone edits your wiki. To reduce the number of emails flooding your inbox, you will want to change the notifications setting in your PBwiki account.

Wherever you are in your wiki, you will see your email address in the top right corner of the page. Under your email address is a link to modify settings in your account.

Click **account**.



On your PBwiki account page, click the **Home** tab.



Under **Preferences** change the setting for notifications to “At most every 4 hours” or “At most once per day” to reduce the frequency of notification emails.